



## **Northampton Parks & Recreation Facility Scheduling & Use Permit Request**

Dear Applicant,

Please read the application, rules and regulations thoroughly.

**To submit an application, the following must be included:**

- ❑ Page 2,3 and 4 of Use Permit Request with signatures.

**The following is needed before the league can begin practices:**

- ❑ As soon as approval is given, certificate of liability with the City of Northampton named as additionally insured for \$1,000,000. (special event requests will need this before the event)
- ❑ **Player Fees**
  - See Player Fee Schedule (page 5)
    - Youth Leagues
      - Residents on your teams \$5, non-residents on your teams \$25
    - Adult Leagues
      - Residents \$15, non-residents \$25
  - Check payable to City of Northampton
- ❑ **Current team rosters**
  - Must be for current team with active players for the current season. (i.e. you cannot combine spring and fall players)
  - Must have names and addresses of all players.
    - Must indicate who is resident and who is non-resident, for fee payment purposes.
  - Must be organized and listed by team.
- ❑ **List of coaches for each team**
  - CORI check on all coaches in youth leagues.
  - Youth league coaches must be NYSCA (National Youth Sports Coaches Association) certified. (see page 6)
    - Proof of certification must be submitted with list of coaches
- ❑ Fees will be due as soon as approval for use is given and final rosters and league registrations are completed.

Please allow up to three weeks for processing, depending on the time of the season. Submit all to Northampton Parks & Recreation Department, 100A Bridge Rd., Florence, MA 01062, 413-587-1040, [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov).

The office is located on the grounds of JFK Middle School, in a grey modular to the right of the school.

# CITY OF NORTHAMPTON PARKS & RECREATION DEPARTMENT

## FACILITY SCHEDULING & USE PERMIT REQUEST



**Applications must be submitted at least 30 days in advance.**

Please complete all information. Type or print clearly.

**RETURN PAGES 2 & 3 - Return to** Northampton Parks & Recreation Department, 100A Bridge Rd., Florence, MA 01062  
 phone: 413-587-1040 fax: 413-587-1045 email: [recreation@northamptonma.gov](mailto:recreation@northamptonma.gov)

**Application Date** \_\_\_\_\_ **Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Mailing Address** \_\_\_\_\_

**Phone #'s** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event/Purpose** \_\_\_\_\_

**For League/team Usage:** Adult \_\_\_\_\_ or Youth \_\_\_\_\_ team(s) **Number of participants expected:** \_\_\_\_\_

**Facility you are requesting:** (see fee schedule for list of fees)

*If requesting a general type of field without a specific location in mind, please indicate the type here:*

*(i.e. soccer field, baseball, Veterans' Field for special event, etc.)* : \_\_\_\_\_

**Arcanum Field** MacDonal 60' Baseball \_\_\_\_\_  
 \*90' Baseball \_\_\_\_\_  
 Multiuse field \_\_\_\_\_

*\*usage of 90' baseball field requires meeting with the Director of Parks & Recreation or his/her designee prior to any usage. There is a separate form for pavilion use.*

**Ellerbrook Fields** Multiuse \_\_\_\_\_  
 Softball \_\_\_\_\_  
 Multiuse/Baseball (at end of lot) \_\_\_\_\_

**Finn/Ryan Rd. School** Baseball #1 \_\_\_\_\_  
 Baseball #2 \_\_\_\_\_  
 Baseball #3 \_\_\_\_\_  
 Baseball #4 70' \_\_\_\_\_  
 Baseball #5 \_\_\_\_\_  
 Football \_\_\_\_\_

**Florence Recreation Fields**

Multiuse #1 \_\_\_\_\_  
 Multiuse #2 \_\_\_\_\_  
 Multiuse #3 \_\_\_\_\_  
 Multiuse #4 \_\_\_\_\_  
 Multiuse #5 \_\_\_\_\_  
 90' Baseball \_\_\_\_\_  
 70' Baseball \_\_\_\_\_

**Jackson St. School** Field #1(directly behind school) \_\_\_\_\_  
 Field #2 (softball & multi) \_\_\_\_\_

**JFK Middle School** Softball field \_\_\_\_\_  
 90' Baseball field \_\_\_\_\_  
 Multi use field #1 \_\_\_\_\_  
 Multiuse field #2 \_\_\_\_\_ along houses  
 Multiuse Bear Hill \_\_\_\_\_

**Leeds School** Multiuse Field \_\_\_\_\_

**Maines Field** Softball \_\_\_\_\_  
*Games only field use of lights \_\_\_\_\_*  
*There is a separate request form for the pavilion and volleyball courts*

**Northampton High School** Softball \_\_\_\_\_  
 90' Baseball \_\_\_\_\_  
 Soccer \_\_\_\_\_  
 Other \_\_\_\_\_

**Sheldon Field** LaRiviere 60' Baseball \_\_\_\_\_  
 G. Valenta Softball #1 \_\_\_\_\_  
 Softball #2 \_\_\_\_\_  
 D. Valenta Softball #3 \_\_\_\_\_  
 Soccer/Multiuse #1 \_\_\_\_\_  
 Soccer/Multiuse #2 \_\_\_\_\_

**Veterans' Field** 90' Baseball \_\_\_\_\_  
 Multi Use Area \_\_\_\_\_  
 Skate Park \_\_\_\_\_



**Date(s) Requested:** If seasonal do not fill out, but you must attach schedule or proposed schedule. If final schedule is not yet available, it must be sent as soon as possible. No games or practices are allowed on Memorial Day, July 4<sup>th</sup> and/or observed holiday, Labor Day, Columbus Day or Veterans Day without prior approval. Other events may be scheduled by City or School officials that require usage restrictions.

**Date(s):** \_\_\_\_\_

**Time start** \_\_\_\_\_ **Time end** \_\_\_\_\_ **Other** \_\_\_\_\_

Other additional information you would like to provide: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By accepting this permit, I certify that CORI checks have been done on all youth coaches. I further agree that I will be held responsible for the repair, in a manner approved by the Department of Public Works and Parks & Recreation Department, of any damage to City property which may occur during the utilization of this permit. I understand violation of this agreement may result in revocation of this permit. Intentionally providing false information on this permit application will result in cancellation of application and may hinder future consideration for applications.

**I HAVE READ, FULLY UNDERSTAND AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE CITY OF NORTHAMPTON FACILITIES AS WELL AS ANY PROVISIONS SET FORTH ON THIS AGREEMENT OR ATTACHMENT.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
League \_\_\_\_\_ Position in League (president, etc.) \_\_\_\_\_



*THIS PAGE IS FOR PARKS & REC OFFICE USE ONLY*

Permit application received by:

Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

TYPE Single Use Seasonal Use Tournament Use

Fee Due \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE \_\_\_\_\_ Staff \_\_\_\_\_

**Facility Use Checklist**

Staff must make sure the following is included with application for use:

☐ Certificate of Liability enclosed

The following must be submitted before any practices or games (usage of fields) begins:

- ☐ Fees enclosed
- ☐ List of Coaches enclosed
- ☐ Rosters enclosed, including name and address of each player
  - Rosters must be current and be organized by team.
  - Player listed must be actively playing on that team in the current season.
- ☐ CORI checks done on all coaches (youth leagues)
- ☐ Restroom keys picked up (for those facilities that have restrooms)
- ☐ Portable restrooms ordered (for those facilities without restrooms or for large events).

## Player Fee Schedule

There is a mandatory per **player fee** for use of Northampton fields. This does not include Northampton High or Smith Vocational teams, or Northampton Park & Rec teams.

These fees are transferred to the City of Northampton to help with maintenance of fields and parks (mowing, fertilizer, equipment, etc.)

A resident lives in Northampton, Florence or Leeds.

The fee per player is:

### **Youth**

Youth is age 17 and under

Youth resident players in your league: \$5.00

Youth non-residents in your league: \$25.00

This fee applies to players on the Northampton based teams. It does not mean teams you play from out of town have to pay a fee.

### **Adult**

Adult is age 18 and over

Resident players: \$15.00

Non-resident players: \$25.00

This fee applies to players on the Northampton based teams. It does not mean teams you play from out of town have to pay a fee.

Use of fields by non-resident teams is limited. Additional fees apply to non-Northampton league teams. (A Northampton league team means a team with at least 75% residents on the roster).

Use of lights at Maines Field: Refer to separate Maines Field Facility Rental Form

Use of Skate Park at Veterans' Field: Please inquire at Parks & Recreation Department

Pulaski and Lampron Park usage: Refer to separate usage request form, beginning Spring 2017.

**Special Events:** Fees vary, please inquire at Parks & Recreation Department if not listed here.

Field Exclusive Use: \$250 per day\*

Electricity Use: \$40 per day

Maines Field softball and/or pavilion: Refer to separate Maines Field rental form.

Arcanum Field Pavilion: Refer to separate rental form.

\*Additional DPW or custodian fees may apply for lining of fields, supervision overtime, etc.

*Checks payable to: City of Northampton*

*Fees subject to change.*

## **Facility Use Rules and Regulations**

1. No permit will be granted without a completed facility request form.
2. Fees – Please see fee schedule
3. Resident teams have priority use of fields.
4. Payments for facilities are required before league begins. Non-payment will result in revocation of usage.
5. **A certificate of liability insurance is required to be attached to this application. The City of Northampton must be named additional insured for \$1,000,000.** Groups using facilities agree to hold the Northampton Parks & Recreation Department, Board of Public Works, City of Northampton, its employees and agents harmless for any injuries of those taking part in or attending the program.
6. If the permit is granted, the holder will be subject to the Rules and Regulation of the Parks & Recreation Department and Board of Public Works, the City of Northampton codes and ordinances, and Massachusetts general laws.
7. The City of Northampton is not responsible for any accidents or injuries to persons or property resulting from the issuance of this permit.
8. Per City Ordinance 14-16, alcoholic beverages are prohibited from all City facilities.
9. CORI (Criminal Offender Record Information) checks must be conducted on all coaches. The Northampton Parks & Recreation Department Director is certified by the Massachusetts Criminal History Systems Board to conduct CORI checks on volunteer coaches. If you need checks done please contact the Department at least 90 days in advance of the start of the season to discuss the details and process.
10. All youth coaches must be NYSCA (National Youth Sport Coaches Association) certified. The Northampton Parks & Recreation Department certified clinicians each season, and there is online training available.
  - a. The Parks & Recreation Department will pay 50% of the fee of coaches we train providing the coach is active and coaching in a Northampton league. The league or coach is responsible for the other half.
  - b. All leagues must submit a list of coaches before the practice season begins.
11. **Team/group rosters must be submitted, which must include names and addresses, in order to verify resident or nonresident status.**
  - a. Rosters must be for the current season and current list of players playing on the team that season. (i.e.: Spring roster for Spring team, Fall roster for Fall team, etc.)
12. For facilities with restrooms on the premise, arrangements must be made to obtain keys. The coaches should open and unlock the restrooms before games, and lock them at the end. Keys may be obtained from the Northampton Parks & Recreation Department, prior to the start of the season. There may be time scheduled in the evening for coaches to obtain the keys prior to the start of the season.
  - a. Please double check water faucets/toilets are off and door is completely closed.
  - b. A \$25 per key deposit is required, and will be fully refunded when the key is returned at the end of the season.
13. For facilities with no operational restrooms on the premise, the leagues utilizing the fields will be required to pay a portion for portable restrooms. This fee will be split between the various leagues utilizing the facility during the season. The Parks & Recreation department will order the restrooms as needed.

14. Equipment storage areas are available at some fields. Contact the Parks & Recreation Department for information.
15. The bearer of the permit is required to remove or place, in the proper receptacles, any litter, which has been caused by participants and/or spectators prior to departure.
16. Call the Parks Division of the Department of Public Works 587-1577, to report vandalism or damage to park.
17. Permit holder is responsible for the preservation of order and responsible to pay for any damage to or loss of City property that may occur during use period. Any damage or loss resulting from the use by the permitted will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area left in an unclean condition, including bathrooms.
18. Motor vehicles are not allowed on City Property, except where specifically permitted. Violators will be towed.
  - a. If you need to drive a vehicle onto the property due to special events, contact Parks & Rec to discuss.
19. No postings, decorating or alterations may be done without permission of the Department of Public Works and the Parks & Recreation Department.
20. The City of Northampton reserves the right to suspend and/or reschedule assigned events.
21. League games have priority over practices. Practices may be bumped for games.
22. Play is not permitted on fields that are rain soaked or have standing water. Permit holder will be responsible for repair costs.
23. If the DPW Parks Division and/or the Parks & Recreation Department declare the field unplayable, no one is allowed to play (games or practice) on it.
  - a. Please call the cancellation hotline at the Parks & Recreation Department: 587-1044 for information on cancellations, or the website [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation).
  - b. Do not sweep or push standing water off of fields as this causes damage and holes to the fields, unless other arrangements have been made with the DPW and/or Parks & Recreation Department.
24. Private contractors, volunteers, etc. are not allowed to conduct field maintenance without prior written permission from the DPW or Parks & Recreation Department or other City departments involved.
25. Audio devices, including loud speaker systems, drums and other musical devices must be kept to acceptable noise control levels.
26. The bearer of the permit must insure that all participants and spectators abide by all above regulations.
27. Any violation of the policies or regulations for use of facilities may result in the termination of the agreement.
28. The City of Northampton reserves the right to change the rules, regulations and/or fees as deemed necessary.

*All policies are subject to change without notice.*

## Sanctioning Leagues

In order for any non-Northampton Parks & Recreation Department sponsored league to utilize City fields/facilities, it must be recognized and sanctioned by the Northampton Parks & Recreation Department.

In order for leagues to be recognized and sanctioned by the Northampton Parks & Recreation Department, they must submit the following:

1. League by-laws must be submitted. These should include but are not limited to the age requirements of participants, boys or girls or both, league philosophy, fees, a policy on playing time that all players are aware of, etc
2. A list of the Board/Officers must be submitted.
3. All youth league coaches must be certified by the National Youth Sports Coaches Association (NYSCA).
  1. Parks & Recreation staff will give reasonable notification to leagues as to the dates the clinics will be offered. There will be a maximum of two clinics per level offered each season.

Upon review and sanctioning of a league by the Northampton Parks & Recreation Department, the league will be able to schedule time for use of Northampton fields/facilities according to the guidelines in the assignment and utilization of athletic fields/facilities.

### Assignment and Utilization of Athletic Fields/Facilities

The Parks & Recreation Department utilizes the following guidelines in the assignment of athletic fields/facilities for practices, games, and events:

1. All athletic fields/facilities must be used for their designed intended use.
2. Priority use of fields/facilities will generally be given according to the sport in-season:
 

Spring/Summer:	Baseball, Softball, Lacrosse, Ultimate
Fall:	Soccer, Football, Field Hockey
Winter:	Basketball, Volleyball
3. Following is the scheduling priority for the use of Northampton fields/facilities:
  - a. School fields: Northampton School Department and Smith Vocational High School scheduled programs
  - b. Northampton Parks & Recreation Fields: Northampton Schools and Smith Vocational may have priority usage as long as it does not conflict with recreational programs.
  - c. Northampton Parks & Recreation Department sponsored youth programs
  - d. Northampton Parks & Recreation Department sponsored adult programs
  - e. Other Northampton youth leagues (not sponsored by the Northampton Parks & Recreation Department)
  - f. Other Northampton adult leagues
  - g. Other Northampton teams/organizations
  - h. Non-Northampton teams/organizations

*To qualify as a resident team/league, at least 75% of the team members must reside in Northampton, Florence or Leeds.*

4. Established leagues/programs have priority according to the number of years in existence and years utilizing City fields.



5. The Northampton Parks & Recreation Department reserves the right to make exceptions to this prioritization.



## **Northampton DPW & Parks & Recreation Department - Field Use Policies**

### **Reserving Practices**

- To reserve a practice field, a coach must call the office. Up to 2 practices can be reserved at one time. After the second practice has taken place, the coach may call to reserve others.
  - Some seasons may allow for the league to obtain blocks of time to allow them to schedule their own games and practices. This is set up with the Parks & Recreation Department.
- A field use slip is filled out by our staff, and should be picked up within 24 hours of the scheduled practice. It can be picked up during office hours, or we can place it on the outside of the office door for after hours pick-up. This slip is needed in case another team shows up at the field. The coach who has the field can show the slip, and the other team must leave the area.
- Leagues are not allowed to block off a field and give out practices to their teams, unless approved by Parks & Rec. (see above)
- Certain fields are designated for certain leagues. For example, a 10 yr. old baseball team can not be scheduled at a 90' diamond baseball field, unless special arrangements and permission has been obtained from the Parks & Recreation Department.
- There are well over 50 baseball and softball teams in the Spring, and over 50 teams in the fall that utilize the City Fields, so adherence to this is important.
- Fields that are for GAMES ONLY
  - These fields change seasonally. No practices are allowed on them without special permission from Rec.

### **Cancellations**

- The Department of Public Works (DPW) is directly in charge of field maintenance. If we have inclement weather, they will determine by 3:00 p.m. if the fields are playable. They then notify us at the Parks & Recreation Department. We, in turn, place the announcement on our cancellation hotline: 587-1044 and our website: [www.northamptonma.gov/recreation](http://www.northamptonma.gov/recreation).
- Please make copies and distribute this information to all your managers and players. They should call the cancellation hotline or check the website, and not call the Parks & Recreation Office.
- If it is after 3:00 p.m., and if the DPW has determined it is okay to play, and then it starts to pour, it is the responsibility of the individual leagues to make decisions on playing. We urge you to use caution when deciding to play after a downpour, not only for safety reasons, but also for possible field damage. It is important that each league have an internal policy regarding this situation so your coaches know if they should play or not. For example, the coaches decide or they call the league president, etc.
- If the fields are deemed unplayable by the DPW or Parks & Rec no one is allowed on them. In the spring, there are up to 16 fields the DPW has to prepare for games. If they have to take extra time to repair fields because teams were on them when wet, it takes away from others. Also, if we have had rain, a great deal of field preparation consists of clearing off water to allow it to dry for the game. Therefore, there are some days the DPW can only get the fields dry enough to play on but does not have time to line them. Teams playing on wet fields for soccer can cause a great deal of damage to the grass.
  - Please do not attempt to sweep water off the fields as this causes large holes.
- If the fields are unplayable on weekends, one of the Parks & Recreation staff receives a phone call from the DPW crew between 7:00 - 8:00 a.m. Our staff then leaves a message and puts it on the website if games are cancelled. It is the same policy on weekends as during the week, if the DPW determines fields are unplayable, no leagues are to play. No practices are allowed either.

- If your league has a last minute cancellation or emergency that prevents the games from being played on a weekend, please call the DPW Parks & Cemetery Division Office at Spring Grove Cemetery and leave a message by 7:00 a.m. at 587-1577.



### **Make-ups**

- Please be aware that in order for fields to be prepared, our office must be informed of make-up or playoff games at least 48 working hours in advance and before 9:00 a.m.. The DPW receives field preparation slips from our office in advance, and we are not able to contact them easily during the day because they are not in an office.
- There are other leagues playing on the field, and practices scheduled.
- The League Administrator or his/her designee is the only authorized person to call in to schedule make-ups.
- We also ask that if a game is canceled, please give us a call in advance so the DPW is not preparing a field that doesn't need to be. The Parks & Recreation Office also receives calls from parents about cancellations.

### **Field Use**

- The organization of use of all the City's sport fields every day is complicated. There are certain designated fields for each sport. No league should practice or play on a field that is not designated as one for them. Everyone should be aware of our field reservation policy and call to reserve them for practices.
- When a game is being played on one field, please be sure coaches have their players walk around the field, not through it. For example, when there is a game on Sheldon 2, the baseball/soccer, etc. players/fans must walk around and behind the backstop, not through the field.
- Some outfields, such as JFK baseball and softball overlap. Therefore, when the softball field is being used, the baseball field should not, and vice versa. This applies for both practices and games.
- If a field is lined for games, teams are not allowed to practice on them.

*All policies are subject to change without notice.*

## **Northampton Parks & Recreation Department Lightning Policy**

Thunder or lightning necessitates that all outdoor practices and competitions be suspended.

The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder, lightning is lightning.

Before a practice/game begins, take a look around and have a plan for shelter prior to the start of any contest.

When thunder is heard or when lightning is seen, the following procedures must be executed:

- Suspend play and direct participants to the previously identified shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
- Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers and underground watering systems.
- After thunder and/or lightning has left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

Note this is the same policy as the Massachusetts Interscholastic Athletic Association (MIAA).

***Updated Fall 2016***